



DEPARTMENT OF STATE

Washington, D.C. 20520

APR 21

Harold Weisberg
Route 12
Frederick, MD 21701

Dear Mr. Weisberg:

This is in reference to my letter of March 25, 1977 regarding a referral received by the Department from the Federal Bureau of Investigation. The review of that document has been completed. I have enclosed a letter dated March 18, 1977 and signed by the Deputy Assistant Secretary for Security which explains his review. As noted in Mr. Dikeos' letter, two documents have been returned to the FBI for release to you and one document (#1) is enclosed.

The Department's procedures provide for an administrative review of denials of access to records requested under the Privacy Act of 1974. I have enclosed a copy of the Department's procedures for submitting an appeals request to the Privacy Policy and Appeals Board.

Under subsection (d)(2) of the Privacy Act of 1974, [Public Law 93-579], "Each agency that maintains a system of records shall...permit the individual to request amendment of a record pertaining to him." If, after examination of the record, you determine that the information about you is not accurate, timely, relevant, or complete, you may request amendment of the record. Enclosed is a copy of the Department's procedures for requesting amendment to the information about you.

Sincerely,

John S. Pruden
Director
Foreign Affairs Document
and Reference Center

Enclosures:
As stated



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AMENDMENT PROCEDURES

Requests for amending records must be in writing and mailed or delivered to the Director, Foreign Affairs Document and Reference Center, Department of State, Room 1239, 2201 C Street NW, Washington, DC 20520, who will coordinate the review of the request to amend a record with the appropriate office(s). The Department will require verification of personal identity before it will initiate action to amend a record to ensure that the requester is not deliberately or inadvertently seeking to change records about other persons. Such requests should contain, as a minimum, identifying information needed to locate the record, a brief description of the item or items of information to be amended, and the nature of the requested amendment. The burden shall be upon the individual to support his request for amendment. The requester should submit as much documentation, arguments or other data as seems warranted to support his request.



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APPEALS PROCEDURES

Requests for a review of denials of access must be in writing and mailed to the Chairman, Privacy Policy and Appeals Board, Department of State, 2201 C Street, N.W., Washington, D.C. 20520. The appeal should be made within 60 days of the date in which the requester was informed of the Department's refusal to grant access to a record in whole or in part. Such requests should include, as a minimum, information needed to identify the record, and any documentation, information and statements to support the request for access and to refute the use of the exemption(s) cited in the Department's justification concerning the denial of access. The final determination by the Privacy Policy and Appeals Board should be made within 30 working days.